

# INTER-OFFICE MEMORANDUM

## Office of Accounts and Control

**TO:** Chief Financial Officers **DATE:** October 30, 2002  
**FROM:** Lawrence C. Franklin, Jr., State Controller  
**SUBJECT: PAYMENTS TO NEXTEL**

Because of the way RI SAIL combines several invoice payments to the same vendor, Nextel has been having problems applying some of our payments to the correct Nextel account number of individual state agencies. In order to rectify this problem, all Nextel invoices must be processed as received from Nextel after November 1, 2002:

- Payment Documents must be processed with the **“Vendor Backup Handling Code V.”**
- Two (2) copies of the RI SAIL payment document must be sent to the Controllers Office for processing:

1<sup>st</sup> copy, the Controller’s copy, attach the Nextel Invoice

2<sup>nd</sup> copy, the Vendor copy, attach the Nextel Invoice “Remittance Copy”

- The Nextel Vendor Number is 001193. Remit Group 05 must be used for all payments:

**Remit Group 05:** Nextel Communications  
PO Box 4181  
Carol Stream, IL 60197-4181

- Any Invoice received after November 1<sup>st</sup>, 2002 should have the above “remit to” address printed on it. If your invoice does not have the above “remit to” address, please notify Kevin McCormick at [kevin.mccormick@nextel.com](mailto:kevin.mccormick@nextel.com) who will have the account changed to the correct address.
- Agencies can request copies of past statements from Kevin McCormick at the above address in order to insure that their account is up to date.

If you have any questions regarding this communication, please contact Debbie Lautieri at 222-1210 or [DebbieL@gw.doa.state.ri.us](mailto:DebbieL@gw.doa.state.ri.us) .

/hh  
CFO:03-31